

# LITTLE ROCK'S STRENGTHENING COMMUNITIES FUND NONPROFIT CAPACITY BUILDING PROGRAM Request for Applications Year 2

## Introduction

The purpose of Little Rock's Strengthening Communities Fund Nonprofit Capacity Building Program (SCF) is to increase the ability of faith-based and community-based organizations to expand community strengths and meet community needs in the area of economic development. Little Rock's SCF is designed to build capacity in Little Rock's grassroots non-profit organizations to address broad economic recovery issues present in the community including helping low-income individuals secure and retain employment, earn higher wages, obtain better quality jobs and gain greater access to State and Federal benefits and tax credits. This strengthening will occur through enhancing the organizations' operating efficiency, expanding and diversifying their resources, and improving the quality of the services and opportunities they deliver. **Twelve (12)** community and/or faith based organizations selected through the award process described below will receive intensive capacity building services from New Futures for Youth, Inc. *and* capacity-building financial awards of up to \$20,000 to support priority needs identified through organizational and program quality assessments. Following selection, organizations will work with New Futures to complete organizational and program quality assessments. Based on these assessments and needs identified, organizations will make final plans for utilizing awards.

Examples of intensive capacity-building services available from New Futures include strategic planning, developing employee policies and procedures, improving financial management, board development, resource diversification, and measuring organizational outcomes. Capacity building activities that could be covered by the \$20,000 awards include obtaining 501(c) 3 status; purchasing financial and accounting software; contracting with a qualified bookkeeping service to improve financial management and internal controls; developing informational brochures about the organization for outreach; providing professional development opportunities for staff, and purchasing database software and necessary hardware to track participant information and other program assessment information. These examples represent only a few of the capacity building efforts an applicant organization might identify. SCF financial assistance may not be used for medical supplies, direct fundraising activities, construction activities, purchase of real property, direct services including hiring staff and buying supplies for program services, and supporting inherently religious activities.

## Eligibility

Eligible organizations will provide services, programs and opportunities to people living in the following program areas through facilities also located in those areas of the City of Little Rock:

- **East:** A few miles to the west of Arch Street Pike forms the western border of this area. State Highway 365 cuts north-south down the middle, with Highway 67-167 running

down the western one-third. The Arkansas River borders the northeast side. Census tracks included in this area are: 40.01, 40.06, 40.07, and 2.

- **Central:** This area includes downtown Little Rock, is bordered on the north by the Arkansas River and on the west by Martin Luther King, Jr. Drive. Roosevelt Avenue runs through the southern half of this area. Census tracks included in this area are: 1, 3, 4, 5, 6, 7, 8, and 9.
- **Midtown:** This area is bordered on the north by Markham Street and on the south by Fourche Creek. The eastern boundary is Martin Luther King, Jr. Drive. The western boundary is approximately University Avenue. Census tracks included in this area are: 10, 11, 12, 13, 14, 17, 18, 19, and 21.02.
- **Southwest:** This area is bordered on the south and east by the Pulaski County line, and is surrounded by Fourche Creek on the west and north. Census tracks included in this area are: 20.01, 20.02, 41.03, 41.04, 41.05, 41.06, 41.07, and 41.08.
- **West:** This area is bordered on the west by Bowman Road and extends eastward to approximately University Avenue. It includes the Barrow Road area. Census tracks included in this area are: 22.05, 24.03, 24.04, 24.05, and 24.06.

A 501(C) 3 status **IS NOT** required to apply. Eligible organizations for the awards must be incorporated and have current total annual organizational budgets less than \$500,000. Organizations eligible for awards will include faith communities and grass-roots, community-based organizations addressing broad economic recovery issues present in the community including helping low-income individuals secure and retain employment, earn higher wages, obtain better quality jobs and gain greater access to State and Federal benefits and tax credits. The religious nature of an organization is not a criterion in the financial assistance award selection process. Matching funds **are not** required for sub-award application, and organizations providing matching funds are not eligible for financial assistance awards or intensive capacity building. Organizations that have never received grants from the Federal government will receive priority consideration as will organizations that are working with the Arkansas Department of Workforce Services.

## **Application Review**

New Futures staff will complete a technical review of all applications to ensure the application is complete, and that the organization meets eligibility requirements. The applications that pass technical review will then be forwarded to the review committee for scoring. The review committee will be a five-member panel with no connections with any applicant organizations and who are not members of the New Futures staff or Board of Directors. Committee members will complete a scoring sheet for each application. The 12 organizations with the highest scores will be selected to receive intensive capacity building and a capacity building award. New Futures reserves the right to fund fewer than 12 or no applications at all based on availability of funding and the quality of applications. Selected organizations will be notified by phone and in writing. Those organizations not selected will receive notification in writing.

New Futures will convene a meeting with the selected organizations following the review process to discuss the procedures for initial organizational and program assessments, the

requirements for participating in on-going technical assistance with New Futures, other opportunities for technical assistance available through the Strengthening Communities Fund Capacity Building Initiative, and the process for finalizing award budgets.

### **Timeline**

New Futures will advertise the Capacity Building Awards Initiative and solicit applications beginning March 2, 2011. On Monday, March 14, 2011 from 2:00 p.m. to 4:00 p.m., New Futures will host an applicants' conference at the Willie Hinton Neighborhood Resource Center, 3805 West 12<sup>th</sup> Street, Little Rock, to answer questions concerning eligibility, to answer questions concerning the application, and to provide general technical assistance concerning proposal preparation. **Complete applications are due by 4:00 p.m. on Tuesday, March 29, 2011. Late applications or incomplete applications will not be accepted.** Beginning March 30, 2011 applications will be reviewed for completeness by New Futures staff and forwarded to the review committee. This committee will score the applications and the **Twelve (12)** organizations with the highest scores will be selected for intensive capacity building and capacity building awards. These organizations will be notified of their selection by Friday, April 15, 2011. The selected faith and community-based organizations will complete organizational and program assessments with New Futures staff to identify priority needs, and award budgets will be finalized by May 1, 2011. The selected organizations will have through September 2011 to spend their capacity building awards.

### **Conditions of Award**

To receive intensive capacity building services from New Futures for Youth, Inc. and a capacity building award, selected organizations must agree to:

- Involve appropriate organization staff and board members in ongoing intensive capacity building and technical assistance, professional development seminars and community collaboration;
- Participate in fiscal and programmatic monitoring and evaluation activities;
- Use awards for capacity-building, not to support direct services;
- **NOT** use award monies for unauthorized purposes including inherently religious activities to support religious practices (i.e. religious instruction, worship, and /or prayer);
- Provide services and opportunities to all eligible people (i.e. services and opportunities may **NOT** be limited to church members or to individuals attending specific religious services).

### **Application Directions**

Complete each item in Sections 1 through 9 of the SCF Nonprofit Capacity Building Program Award Application. Each item must be completed in the order it is listed in the application. Complete the items using **Times New Roman or Arial 12 point type and one inch margins**. The application response **must be double-spaced**. The length of the application **excluding** Section 8 Attachments and Section 9 Bonus **MUST NOT** be longer than **15 pages**.

## **Submission of Application**

A complete **original application** and **five copies** must be **received** by **4:00 p.m. on Tuesday, March 29, 2011** at the following address:

**Capacity Building Initiative  
New Futures for Youth, Inc.  
323 Center Street, Suite 1275  
Little Rock, AR 72201**

## **SCF NONPROFIT CAPACITY BUILDING PROGRAM AWARD APPLICATION**

### **1: Basic Contact Information**

Organization Name:

Address:

City:

Phone Number:

Fax Number:

Email Address:

Organization Official Contact Person:

Executive Officer's Name:

Executive Officer's Signature  
Authorizing the Organization's Application:

### **2: Additional Organization Information—10 Points**

Current Total Annual Organizational Budget:

Date of Incorporation:

List of any previous direct contracts with departments of the federal government:

Brief history of organization:

### **3: The Geographic Location of the Program—10 Points**

Identify the specific neighborhood area in which the applicant's facility is located, and in which applicant's programs and/or services are provided. Include a brief description of the needs and strengths of the neighborhood.

### **4: Target Group—15 Points**

Describe the specific group or groups of people that the applicant organization currently serves through programs, services, and opportunities.

### **5: Programs and Services Description—25 Points**

A. Describe the programs and/or services that the applicant organization presently offers to the target group or groups in the specified geographic area. When did the applicant organization begin providing these programs and/or services?

B. Describe the programs and/or services that will be implemented, expanded or otherwise enhanced through the SCF Nonprofit Capacity Building Program. Describe how the programs or services offered enhance economic opportunities and/or economic security of the target group.

### **6: Technical Assistance/Capacity Building Request—15 Points**

Describe the specific technical assistance needs, or capacity building, the applicant organization plans to address through participation in the SCF Nonprofit Capacity Building Program.

### **7: Results Expected—15 Points**

A. Describe the expected improvement in the applicant organization's ability to implement programs and provide services as a result of completing capacity building.

B. Describe how the applicant organization will know that the improvement has occurred.

### **8: Attachments—10 Points**

A. Attach proof of corporate status

B. Attach list of board of directors with addresses and board officers identified.

C. Attach letter signed by at least three members of the board of directors acknowledging and authorizing the organization's application.

**9: Bonus—5 points each**

- A. Attach documentation certifying work with the Arkansas Department of Workforce Services, the ACF TANF administering agency.
- B. Attach letter stating that organization has not previously received federal funds.